

SAFETY PLAN COMPONENTS

NOTE: Guidance bullets below are not a substitute for provider review and adherence to content of *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*

Signage – applies to certified sites and other locations controlled by the provider

- Ensure program building entrances have signs that alert that non-essential visitors are not allowed.
- Ensure signs are posted throughout the program building to provide instruction on the critical COVID-19 transmission prevention and containment activities identified in the companion document *Interim Guidance Regarding the Reopening of Day Services Certified by the Office for People With Developmental Disabilities*.

Identify how you will ensure the above and any related strategies:

ANIBIC has posted signs at the entrance of the building that only we are not accepting non-essential visitors. A phone number has been included so that visitors can call to complete their business and receive the support they need.

Signs have been posted throughout the program building regarding infection control including handwashing, maintaining 6ft distance, and the mandatory use of masks by anyone entering and remaining in the building. These signs are in accordance with OPWDD Guidance regarding Reopening of Certified Day Services sites.

A. Entrance to Site Based Programs

Pre-Entry/Pre-Participation Screening:

- Screen all individuals, staff, and essential visitors prior to entry into the day program site and/or participation in services/service delivery:
 - per infection control standards for protection of screener and screened person,
 - to include temperature check and required questions on exposure and COVID-19 Symptoms, per NYS DOH and OPWDD guidance documents.
- Maintain daily documentation of all screening of individuals, staff and visitors in compliance with OPWDD and NYS guidance and policy.

Response to Signs and Symptoms and Departure:

- Safe management of any individual, staff or visitor who fails initial/pre-program screening or is exhibiting signs or symptoms during service delivery, to include:
 - Facilitating departure as soon as possible, and
 - Safely manage separation from people not exhibiting symptoms, until they depart.
- Ensure instruction is provided to any individual or staff sent home due to symptoms to contact their health care provider and written information on healthcare and testing resources.
- Ensure the day program immediately notifies the local health department and OPWDD about the suspected case.
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Participation and Return to Program/Service:

- Ensure staff members know to report and how to report positive COVID-19 test results, exposure/possible exposure, and signs and symptoms to their supervisor.
- Ensure individuals do not participate in day services while they or a member of their household or certified residence is being quarantined or isolated.
- Maintain medical documentation allowing an individual or staff member who was COVID-19 positive to return to program site/services.
- Ensure any return of an individual or staff to programs/services occurs only in adherence to OPWDD and NYS DOH guidance regarding quarantine periods and fever free durations.

Identify how you will ensure the above and any related strategies:

ANIBIC will be training to all Day Services Staff regarding the screening procedures for all persons entering the program building site. The training will be conducted by a licensed nurse. Areas of training will include the following:

- Basic COVID-19 information
- Use of masks by both Screening Personnel and persons entering the building
- No-contact temperature reading prior to entering as part of the screening process
- Asking the required questions on exposure to COVID-19 and symptoms
- Recording and Maintaining results in the proper documentation form
- The Responsibility of Staff and Individuals to report to supervisor and program staff of positive test results, possible exposure and signs and symptoms.

Daily Screening of staff and individuals will be completed prior to entering the building. For any person who fails the screening process or is exhibiting signs or symptoms:

- Staff /visitors who are denied entrance into the building
 - a. Staff will be provided with information regarding Healthcare Options including a list of testing sites and information regarding protocol for a safe return to work as the NYS DOH and CDC protocol.
 - b. Suspected cases will be reported to the Quality Assurance Director for follow-up with the Department of Health.
 - c. Staff will be trained on self-reporting signs and symptoms to their supervisor.
- Individuals/Program participants who have failed the screening process or are exhibiting signs or symptoms:
 - a. Individuals who fail the temperature and/or questions portion of the screening, is feeling well enough and have the capacity to travel independently, will be placed in a car service to their home.
 - b. Individuals and their caregivers will be provided with information regarding Healthcare Options including a list of testing sites and protocol for a safe return to the program building site. Individuals must receive medical clearance prior to returning to the program building site in adherence to OPWDD and NYS Department of Health guidance regarding quarantine and fever free durations.
 - c. Individuals who are unable to travel independently, will be placed in an isolation room where they can safely wait for transportation to their home.

d. Parents, Caregivers, Residential Programs will be informed in writing of the procedure for immediately reporting to the program if an individual or anyone in the household is being quarantined or isolated, exhibiting COVID-19 symptoms, has a fever and has traveled to areas designated as requiring a 14-day quarantine upon return. Once reported, the program member will be advised to stay home and follow OPWDD and CDC protocol for a safe return to the program site.

e. In the event that there is a laboratory confirmed case in the program, participants and staff in that room will be instructed to self-quarantine for 14 days since their last exposure to that case.

f. Remote/Telehealth services will be available to program members who are quarantined and feeling well enough to participate.

B. Social Distancing Requirements:

Ensure effective practices to facilitate social distancing when distancing is not possible, including the following:

- Reduction of total number of individuals served at one time, in order to reduce congestion and facilitate easier social distancing;
- Plans to maintain no more than 50% occupancy in small/confined spaces within a program, such as a staff break room;
- Potential use of physical barriers within site-based spaces;
- Planned use, capacity and arrangement of furniture and/or work equipment in program rooms, workspaces and meal and seating areas to allow for social distancing of at least six feet apart in all directions (i.e. 36 square feet) and limit density. (Note an individual's needs may require individual to staff distance to be less than six feet);
- Use of signage and floor markers/distance markers denoting spaces of six feet throughout program area spaces, common spaces, waiting areas, entry, exits and other areas of travel;
- Facilitate one directional foot traffic where necessary in narrow spaces, using tape or signs with arrows;
- Install physical barriers, as appropriate, especially when physical distancing is not feasible between program/workspaces;
- Support and education of individuals to learn physical distancing/use of markers, patterns of movement, and other program strategies;

- Maintain a staffing plan to prevent employees who should need to "float" between different rooms or different groups of individuals, unless such rotation is necessary to safely support individuals due to unforeseen circumstances (e.g. staff absence).
- Provide adequate space and operational practices (e.g. staggered break times) for staff to adhere to social distancing while completing independent tasks (i.e. paperwork) and when taking breaks (i.e. eating or smoking).

Identify how you will ensure the above and any related strategies:

The ANIBIC facility provides sufficient space to facilitate adequate social distancing with maximum number of individuals and staff maintained at 50% or less where 6 ft. social distancing is not possible.

Furniture will be arranged so that all individuals are facing in the same direction with 6 ft. distancing between each person. Signs and markers to denote 6 ft. will be placed throughout the facility including program areas, exits/entrances, common areas and all other areas of travel. Markers will be used to facilitate foot traffic when and where needed. Physical barriers have been ordered and will be used when necessary and appropriate.

All individuals and staff will receive training on COVID-19 signs and symptoms, maintaining social distancing requirements and mask wearing. Staff will review this information with the individuals at least once weekly and as needed to facilitate compliance.

Individuals will be assigned a workspace that may not be shared with other persons. They will also be assigned a group room and will be discouraged from visiting other group rooms or from spending time in common areas. Staff will be assigned to work with the same small group of participants. Any change with staffing will be limited to providing coverage during staff absences or to support the safety of individuals.

All staff are assigned their individual workstations with adequate space for social distancing.

C. Gatherings in Enclosed Spaces

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Planned group size, which will be limited to no more than fifteen (15) individuals who receive services. The restriction on group size does not include employees/staff.
- Ensure the group (≤ 15) of individuals receiving services and staff working with them are as static as possible.
- Ensure that different stable groups individuals and staff, have no or minimal contact with one another and do not utilize common spaces at the same time, to the greatest extent possible.
- Stagger staff and/or individual meal and break times to maintain social distancing.
- Adhere to social/physical distancing practices identified in the safety plan.
- Prohibit shared food and beverages and buffet style dining.
- Require that food brought from home must require limited preparation (i.e. heating in microwave) during day services and be packed appropriately.
- Ensure reusable food utensils and storage containers are washed in the dishwasher on the hottest wash and dry setting.

Identify how you will ensure the above and any related strategies:

Group sizes will be modified to restrict the number of individuals in a group according to group room area, social distancing standards with a limit of 15 individuals in a group.

Individuals will be assigned a workspace and room that may not be shared with other persons during that day. Staff will be assigned to work with the same small group of participants. Any change with staffing will be limited to cover staff absences or to support the safety of individuals.

Groups will have staggered breaks and mealtimes to minimize contact with one another and maintain social distancing.

Individuals and staff will be informed to bring ready to eat foods that require no heating. Additionally, individuals will be requested to bring their lunch in insulated lunch bags that require no refrigeration. ANIBIC will have insulated lunch bags and cold packs available for individuals who do not have one. Sharing foods and beverages will be strictly prohibited. ANIBIC will have individually packaged snacks, water and ready-to-eat food available for individuals who forget their lunch/snacks. ANIBIC will supply disposable utensils.

D. Day Program Schedules and Activities

- Modifications to day program/service hours as needed, to allow blocks of service provision while maintaining reduced capacity and group size.
- Focus on activities with little or no physical contact and which do not rely on shared equipment, to the extent possible.
- Schedule individual's activities to reduce density and allow for social distancing.

Identify how you will ensure the above and any related strategies:

Program hours may be modified with staggered starting time as needed to maintain reduced capacity and group size. The facility capacity accommodates currently enrolled participants while maintaining reduced group size and social distancing. Activities such as sports and handling of shared equipment will be discontinued. Activities will include short walks in the park and will take place with small groups that allow for social distancing.

E. Personal Protective Equipment:

- Ensure all staff wear an appropriate cloth or disposable face mask/covering that covers both the mouth and nose, at all times while providing services, consistent with all current Executive Orders and OPWDD guidelines (unless medically contraindicated / not tolerated).
- Ensure all essential visitors wear a face mask or covering, providing a facemask onsite at

- no cost, if visitors do not have their own which meets requirements.
- Support individuals receiving services to wear face coverings, as tolerated, whenever social distancing cannot be achieved.
- Maintain an adequate supply of required PPE on site (and available to staff for when needed for community-based services) to minimally include masks and gloves, and with gowns and face shields as needed.
- Train all staff on proper use of PPE including when necessary to use, donning, doffing,
- disposing and/or reusing and sanitizing when appropriate.
- Retain documentation of trainings in the employees' personnel files and per agency procedures.

Identify how you will ensure the above and any related strategies:

ANIBIC has instituted mandatory wearing of masks for all employees unless medically contraindicated. All Staff will receive training on mandatory wearing of mask covering both mouth and nose, training on how to properly use PPE including donning, removal and disposing, and sanitizing when appropriate. These documents will be retained in the program and in the employee's personnel file.

ANIBIC has ordered an adequate supply of required PPE which are kept on site for the use by staff, individuals and essential visitor as needed free of charge.

Staff will work with the individuals to encourage maintaining the use of the masks for the duration of the program period and when social distancing is not possible.

F. Hygiene and Cleaning

Personal Hygiene to Reduce Transmission:

- Ensure strict adherence to hygiene requirements to reduce transmission as advised by NYS DOH and the CDC.
- Provide and maintain hand hygiene stations at each location to include:
 - Handwashing: soap, running warm water, and disposable paper towels.
 - Hand sanitizing: alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical, and where the need for frequent hand sanitizing is expected;
- Train staff to wash their hands frequently with soap and water for at least 20 seconds using techniques per NYS DOH and CDC guidance, including the conditions that require handwashing.
- Support individuals to wash their hands frequently/when needed, with soap and water, for at least 20 seconds using appropriate techniques as tolerated.
- Encourage and facilitate use of hand sanitizers by staff and individuals upon arrival to and departure from program and through the day, providing supervision/support of use by individuals as needed.

- Address any individualized needs affecting the unsupervised availability of hand sanitizer.

Cleaning and Disinfection of Environment, Equipment and Supplies:

- Strictly adhere to sanitation requirements as advised by NYS DOH guidance documents.
- Implement the following minimum standards regarding cleaning and sanitizing:
 - Frequent cleaning and rigorous disinfection of high-risk areas/high touch surfaces;
 - Use of only EPA registered products for disinfecting non-porous surfaces;
 - Adhere to proper dwell times for all cleaners, sanitizers and disinfectants per manufacturer recommendations as indicated on the product label; and
 - Ensure adequate ventilation to prevent inhaling toxic fumes.
 - Maintain site cleaning logs indicating the date, time, and scope of cleaning.
 - Keep cleaning products, sanitizers and disinfectants secure and out of reach of individuals who may misuse;
 - Safely and immediately discard used gloves, paper towels or other disposable items after sanitizing or disinfecting, tied in a trash bag and removed from the environment.
 - Clean and disinfect all areas and equipment used by a person exhibiting symptoms upon their departure from the area and prior to use of the area or equipment by other individuals or staff.
 - PPE use and hand hygiene when cleaning and disinfecting causes safety hazards.
 - Provide ventilation with outside air safely and when possible.
- Limit use of shared objects/equipment. Ensure shared items are cleaned and/or sanitized after each use. Require hand hygiene before/after contact and glove use when feasible.
- Prohibit use of items/objects that cannot be cleaned and sanitized (i.e. soft object, cloth placemats, etc.) unless clinically required.
- Prohibit bringing personal items from home, except when clinically necessary, then have a plan for regular cleaning and disinfection including immediately prior to departure.

Identify how you will ensure the above and any related strategies:

Personal Hygiene to reduce transmission

All Bathrooms are equipped with soap, warm running water and paper towels. Hand sanitizing stations are situated throughout the building and in common areas. Hand sanitizer will be made available to individuals in their group rooms. Staff and employees are asked to hand sanitize upon entering the building, prior to and after eating lunch and each time they leave and re-enter the group rooms. Training on proper and frequent hand washing technique will be provided to all staff and individuals. A review of the proper handwashing technique will take place weekly and as needed to assist with compliance.

Individuals needing supervised hand sanitizing and/or supervision with the availability of hand sanitizers will be identified and staff will receive training by a licensed nurse on how to provide the necessary supports and monitoring to maintain an adequate safety provision for the individual.

Cleaning and Disinfection of Environment, Equipment and Supplies

- Maintenance Staff has been assigned to frequently clean throughout the day high traffic areas including bathrooms, and high touch areas such as doorknobs, work areas/desks, bathrooms with EPA registered cleaners.
- Maintenance staff will receive training on the proper use of cleaners, disinfectant and sanitizers, proper mixing and use of cleaning chemicals according to the manufacturers label including proper ventilation and the proper safe removal and disposal of gloves, paper towels, etc. as per OSHA standards.
- Daily cleaning of the facility will be documented in Cleaning Logs indicating the date, time, area, and scope of cleaning. The Cleaning Logs will be secured in the office of the Quality Assurance Director.

An Isolation room will be provided for anyone exhibiting symptoms. The Isolation room will contain masks, gloves, and a physical barrier such as clear plastic sneeze guards to ensure added infection controls to protect employees and reduce exposure to person being temporarily isolated. As per CDC recommendation, maintenance staff will wait for as long as possible to clean/disinfect the isolation room once it has used to isolate someone.

Individuals who are sent home will be instructed to stay home and seek medical advice. Medical clearance must be received by the program before an individual may resume receiving in-person services.

Staff and Individuals will be prohibited from bringing any personal items from home (except where medically necessary). Vinyl lunch bags that can be disinfected upon arrival and prior to departure will be allowed in the building. Lunch bags will be stored in individual lockers and/or individual desk and cubbies to reduce cross contamination.

Individual Tissue packages will be distributed to each person.

No-touch receptacles (foot pedals) will be provide and be easily accessible to dispose of tissues, used masks and paper towels used in disinfecting surfaces.

G. Transportation

Ensure that the following measures are implemented for the transport of individuals to/from day services to reduce COVID-19 transmission risk, when providing or contracting for transportation:

- Ensure only individuals and staff from the same facility will be transported together; preventing individuals or staff from other residences to be intermingled whenever possible;
- Reduce capacity on buses, vans, and other vehicles to 50% of total capacity;
- As possible, stagger arrival and departure times to reduce entry and exit density.
- To the extent possible, restrict close contact of individuals and staff by not sitting near each other or the driver.
- If there are multiple doors in a bus or van, utilize one-way entering and exiting. Provide instruction for individuals to exit the vehicle one at a time and wait for driver or staff instruction before doing so.

- Ensure staff and the driver always wear face coverings in the vehicle. Ensure staff who cannot medically tolerate the use of a face covering are not assigned to transport individuals.
- To the extent they can medically tolerate one, support individuals to wear masks in vehicles.
- After each trip is completed, clean and disinfect the interior of the vehicle before additional individuals are transported; and
- Where appropriate and safe, roll windows down to permit air flow.

Identify how you will ensure the above and any related strategies:

Transportation for individuals is provided by the Program in 12 passenger vans.

- Staff must wear a face mask covering nose and mouth at all times while providing transportation services
- Vans will be utilized at 50% capacity by individuals and staff traveling to the same program on the same day.
- Individuals will be asked not to sit next to one another during transports to provide for social distancing in the vehicle.
- All Individuals will be encouraged to wear a face covering (as long as it is medically tolerated) during transportation to/from program.
- Vans have one exit door for passengers. Staff will monitor the entry and exiting of passengers to ensure social distancing.
- Staff will ensure that the van windows remain open, even on colder days to ensure fresh air circulates in the vehicle cabin.
- Individuals traveling independently will be assigned staggered arrival and departure times to reduce density.
- The interior of the vehicle will be thoroughly disinfected after each use.

H. Tracing and Tracking

- Notify the local health department and OPWDD immediately upon being informed of any positive COVID-19 test result by an individual or staff at their site.
- If a staff or visitor test positive, procedures for day service cooperation with the local health department to trace all contacts in the workplace and notify the health department of all staff, individuals and visitors who entered the facility dating back to 48 hours before the positive person began experiencing COVID-19 symptoms or tested positive, maintaining confidentiality as required by federal and state law and regulations.

Identify how you will ensure the above and any related strategies:

- ANIBIC will be keeping logs of everyone who enters the building.
- As much as possible, the program will maintain static groups including staff. Any changes to the group's staff or participant will be documented in the daily checklist form.
- Program will maintain community logs.
- Staff and individual will be provided with training on their responsibility to report to their supervisor and program staff a positive laboratory COVID-19 test result, have signs or symptoms of COVID-19, travel to designated areas requiring self-quarantine upon return, the quarantine of a family member or exposure to someone who has tested positive for COVID-19.
- ANIBIC will share reports of positive COVID-19 results with OPWDD and the Department of Health through the Quality Assurance Director and will cooperate with assisting in Contact Tracing when needed.

ADDITIONAL SAFETY PLAN MEASURES:

Please use this space to provide additional details about your program's Safety Plan, if appropriate.
